

*YOU NAME IT



* This is your newsletter! In order for you to have the opportunity to participate in its design, we are holding a contest to determine the name of this publication. A prize and recognition await the winning submission. So, put on your creative cap and send your idea to D-140 by December 17, 1986. A panel of fun-loving, unbiased judges will select the winning entry.

BLM SERVICE CENTER

DECEMBER 1986

Welcome . . .

to the first issue of the Service Center Newsletter! We'll be coming your way once a month with news about our people and our work.

Organizational representatives will be submitting articles for this publication. Contact your rep with information on ideas you'd like to see included.

D-100 Cathy Davis
D-140 Sheri Bell (Editor)
D-150 William Moody
D-220 Kay Thomas
D-250 Ruth Shrader
D-430 Betty Riley
D-470 Eric Janes
D-510 Mike Kluherz
D-530 Pat Holloway
D-550 Bob Woerner

Bob Browne received the Department's Distinguished Service Award from Secretary Hodel at a ceremony in Washington, in September. Browne retired in January with more than thirty years of Federal service. He was the ASCD for Data Systems from April 1981 until he retired.



A HOLIDAY MESSAGE

Dear Friends at the Service Center,

I'm very glad to have this opportunity to write to you about the Service Center "Santa Project."

This will be the fifth year for the project. During the past four years you have brightened Christmas for 64 people by providing food, clothes, toys and gifts. Your kindness is overwhelming and very much appreciated.

Last year a photographer went with Santa, the elves and me when we delivered the gifts. This film will be submitted for use in the BLM Video Magazine so the whole Bureau can learn of your spirited generosity.

Let me tell you a little bit about the project. The names of families and senior citizens are obtained from the Jeffco Action Center. They are people who have notified the Center they need assistance in making their holidays festive. An SC elf contacts each family or person to ask for sizes, the childrens' wishes, etc. The items and a list of food

stuffs are posted in the Branch of Personal Property. You have the opportunity to sign up for the items you'd like to contribute. Or you may choose to donate cash that will be used to fill the missing items and to purchase "food only" grocery store gift certificates. Although only a few of us make the deliveries, the recipients know that it comes from all of you.

This year we are adopting five families and three senior citizens. The list will be posted December 1. Please help us do what we've done before. It will help people who really need it and you will feel GREAT!

Thank you for your generosity past, present and future. You're Wonderful!!

Love, Mrs. Claus
aka Lee Krebs

Editor's Note: Mrs. Claus has donated untold hours of her time to make this project such a big success. Kudos to you, Lee, for your devotion to this cause.

CFC a Success

Thanks to all of us, this year's Combined Federal Campaign (CFC) was a rousing success. The \$15,000 goal was exceeded as \$15,938 in donations poured in. All categories—percent of SC people donating, dollars contributed per SC employee, and dollars contributed per donor—were up this year. Most important, many worthy people and causes will receive the help they need.

Ed Fritchie orchestrated this year's highly effective CFC effort. Ed's goal was to run a successful and short campaign. To accomplish this, he did a great deal of planning and prework. In less than two weeks, the monetary goal was met and exceeded.

A new aspect of this year's campaign was a drawing for prizes. All contributors were automatically entered in the drawing. Prizes included free meals donated by local restaurants and reserved parking spaces for the month of January donated by SC managers. A special thanks to everyone who contributed money or time to the 1986 CFC!

Introducing Kurt Ballantyne

Kurt Ballantyne, a recent addition to the Service Center's Division of Resources (D-470), is spotlighted as a BLM professional you will want to get to know. Kurt joined us in late August and has recently moved into a home in Evergreen with his wife, Janet, and two sons. The Service Center's gain was Elko District's loss, where Kurt worked for eight years. A native Californian, Kurt was raised in the Bay Area, and in 1973 earned his degree in wildlife management from Humboldt State University at Arcata. At the Service Center, he is the User Representative for the Wildlife Information System and he also provides assistance to field offices in various aspects of wildlife habitat management.

While doing all the things you would expect of a BLM wildlife biologist in the Elko District (and earlier in Tonopah RA), Kurt served as Acting Chief of Resources for six months. Last year Kurt was honored by the Nevada Chapter of the Wildlife Society as "Wildlifer of the Year" for his contributions to the profession, to the Elko community, and to the wildlife resources of Nevada. Kurt organized National Wildlife Week activities in Elko, and assisted in the establishment of the Elko Chapters of Bighorns Unlimited, Ducks Unlimited, and Chukars Unlimited. While in Elko, he served as president of the District Employee Association and on the EEO Committee and gave generously of his time to many elementary grade students on environmental issues and solutions.

Kurt, welcome to the Service Center, and we wish you every success with your career in Denver.

Reform '88 in Action

Reform '88 is alive and succeeding. This is witnessed by the official consolidation of the personnel offices for the Service Center and Colorado State Office on October 1, 1986.

These offices were targeted for merger because they were both operated by BLM in the same city. Under OMB and DOI direction there is a governmentwide effort to consolidate co-located personnel offices of the same Bureau.

The Service Center was designated by Bureau Headquarters to be the servicing personnel office because of its responsibility for providing administrative

support throughout the Bureau and the greater number of employees at the Service Center.

The primary objective of Reform '88 is cost savings while maintaining a high level of service. One part-time job has already been abolished when an employee left. Future vacancies will provide the opportunity for additional position savings without diminishing the personnel services provided.

The consolidation causes some inconvenience in that CSO employees, accustomed to having their personnel office in the same building, now deal with a personnel staff located several miles away. Frequent trips by D-530 staff to the CSO help to overcome the problem. Employees are also learning to rely on more telephone contact just as the field offices do.

The merger of the two personnel offices has been facilitated by top management. Neil Morck and Bob Moore are familiar with both personnel staffs and were directly involved in the planning and execution of the consolidation.

BLMers in Building 53

The Division of Computer Operations has two organizational units located in Building 53. They are the Computer Operations Section, which includes a Tape Library, and the Branch of Telecommunications that supports the DPS-8 Computer. The DPS-8 handles all Bureauwide application systems production processing.

The Computer Operations Section works three shifts a day, five days a week. They normally process 500-700 batch jobs a day, in addition to 18,000 user sessions.

Approximately 13,000 tapes are stored in the Tape Library in Bldg 53, and another 2,000 are stored in Bldg 50 in a tape vault. Fourteen thousand tapes contain data and the remainder are "scratch tapes"—those used for temporary storage. An automated tape library system, TOSC4, keeps track of each tape and the status of it. The tape librarians purge 200 to 250 tapes a day for reuse and they clean and certify about 72 tapes a day.

The Branch of Telecommunications has three employees in Building 53. They operate, maintain, troubleshoot, design and provide technical assistance to all users of the Bureauwide data communications network.

Payroll What and Who

A year ago the payroll processing function for the BLM was transferred to the Bureau of Reclamation's (BOR) Division of Payroll Operations (DPO). While the BLM's processing unit remained located at the Service Center, the managerial control shifted to the BOR. Later, in July, 1986, the entire payroll operation was centralized at the new Academy Park location.

Once the dust had settled, the Service Center was left with one position to handle the accounting functions related with the payroll process. This meant that the luxury that most SC divisions enjoyed, just dropping their T&As and other payroll documents off at Finance, could no longer be maintained. Four T&A coordinators were established within the SC, and Division of Personnel began dealing directly with the DPO on personnel related matters.

Linda Robbins was transferred to the Branch of General Accounting (D-515) in the initial paperwork shuffle of the transfer. Linda is currently responsible for coordinating the accounting activity between D-515 and the DPO, including payroll deductions for debt collection, change of station vouchers, garnishment orders for child support and alimony, and health benefit premiums for employees in non-pay status. She is also responsible for the reconciliation of amounts recorded in the automated Financial Management System. Linda is the primary point of contact for payroll questions.

UPCOMING EVENTS

Warehouse Oversight Committee Meeting	Dec 2-4	Bldg 50-Exec
Bureau Management Team Meeting	Dec 8-12	Boise, Idaho
Records Management for SC Employees	Dec 9-11	Bldg 50-West/Cent
Intro to GIS for Minerals Specialists	Dec 9-12	Bldg 50-East
Range ADP Work Group Meeting	Dec 16-18	Bldg 40
Road Design System Training	Jan 12-16	Bldg 50-Exec
EEO Supervisor Training	Jan 13-14	Bldg 50-West/Cent
EEO Counselor Training	Jan 14	Bldg 50-West/Cent
GIS for Advanced Users	Jan 13-15	Bldg 50-East
Martin Luther King Day Observance	Jan 22	Bldg 50-West/Cent